

Meeting 12/05/2019

Time: 2:30pm-3:00pm

Location: BEL G10

- Snapshot Day 2 Preparation
 - Materials Needed
 - Project specifications
 - Timeline for spring semester
 - Going over the five labs from our presentation
 - Bring SEL-849 Relay
 - Don't put in a lot of effort in beyond the presentation.
 - Add two slides for the labs we didn't talk over
 - Topics to Cover
 - Suggestions from Mentors
 - Don't add too much new material to presentation.
- End of Semester Preparation
 - Logbook Reminder
 - Portfolio Reminder
 - Adjust to Hussain's schedule
 - Wiki Page
 - Yikai will work on Wikipage
 - Add materials from google drive
- Preparation for next semester
 - Choose a time for next semester to meet
 - MWF 11:30-12:20
 - 11:00-12:15 TH
 - Check Joe's availability for next semester
 - Work early on next semester
- Proposed time for RTAC work with Joe
 - Thursday December 12, 12:30pm-3:00pm
 - Finish up semester stuff and turn it in as part of meeting.
- Lunch opportunity
 - Free lunch in Power Lab at 11:30pm
- Demonstration of facilities senior design
 - In RTDS lab at 11:30pm

- Break to work on poster for Snapshot Day

Action Items:

- Add Agendas to Google Drive (all)
- Reach out to Joe and ask about when he will be free (Dakota